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*Benton-Franklin Health District is an
Equal Opportunity Employer*

BFHD Values

Excellence:

We deliver the highest quality services incorporating community assessment data and evidence based practices to produce the best possible health outcomes.

Diversity:

We feel a stronger community is based on engaging all cultures, attitudes, and beliefs.

Communication and Collaboration:

We share information and talents to best serve our community.

Integrity and Accountability:

We make informed decisions to earn the trust of those we serve and strive to do what's right.

Effectiveness: We maximize resources to provide proactive and relevant services that improve our community's health.

Drug-Free Workplace

*Benton-Franklin Health District is a
drug-free, tobacco-free workplace.*

Mission: BFHD provides all people in our community the opportunity to live full productive lives by promoting healthy lifestyles, preventing disease, reducing injury and protecting our environment.



Health Services Worker I (Immunization Program)

Hours: Full-time, 40 hours per week
Salary: \$2734 - \$3613
Closing Date: August 5, 2016

The Position

DEFINITION: Under the direct supervision of the Clinic Services Supervisor performs vaccine management services for BFHD as well as private providers in the community in accordance with the Washington State Immunization Program Statement of Work.

ESSENTIAL JOB FUNCTIONS:

- Manages state-provided vaccine orders for BFHD and private providers as required by the Washington State Immunization Program Statement of Work.
- Maintains records of vaccine usage from both BFHD clinics and private providers in compliance with the State of Washington Immunization Program Statement of Work.
- Attends immunization meetings both local and state-wide as necessary.
- Conducts Private Provider Site Visits in accordance with the Washington State Immunization Program Statement of Work.
- Assures the WIIS data is kept up-to-date on a regular basis.
- Assures private providers complete the Outside Provider Agreement for Receipt of State Supplied Vaccine on an annual basis.
- Facilitates education to both private providers and BFHD staff regarding all aspects the Vaccine for Children Program, updates on vaccine requirements, and any other information that may be helpful to vaccine providers.
- Facilitates coordination of BFHD conducted outside clinics.
- Assists in completing reports required by the Washington State Immunization Program Statement of Work.

KNOWLEDGE, SKILLS AND ABILITIES:

- Immunization schedules and requirements
- Community resources
- Computer use including database management systems WORD, e-mail management.
- Ability to organize supplies and materials
- Creativity to develop methods of communicating important information to providers
- Ability to work independently
- Ability to manage and prioritize multiple tasks
- Ability to establish and maintain effective relationships with other staff, as well as professionals in the community utilizing good communication skills
- Flexibility in scheduling
- Must be fluent in written and spoken English
- Must be able to lift 25 pounds

The Requirements & Selection Process

MINIMUM QUALIFICATIONS:

- Experience and education equivalent to two years of college level training OR
- Work experience relating to immunizations and public health.

Additional Requirements: Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the incumbent's personal motor vehicle when a District fleet vehicle is not available for use, and proof of appropriate auto insurance.

SELECTION PROCESS: The most qualified applicants, based in part upon evaluation of the completed application and related information will be invited for an interview. Applications should be submitted to the Human Resources Manager, Lisa Wight, 7102 W. Okanogan Place, Kennewick, WA 99336.

About Our Area

South-central Washington provides a wonderful living environment with access to numerous rivers and four seasons of weather. We have affordable housing and excellent schools, including local colleges. We have fine dining, shopping, and access to many sporting and cultural offerings without the traffic of larger cities. When you want to see other sites, Seattle, Spokane, Portland, Oregon, and Idaho are just a couple of hours away.

Goal 1:

Excel at internal communication, external communication, and customer service

Goal 2:

Advance the agency's ability to reduce & prevent chronic diseases and injury across the life-course

Goal 3:

Expand partnerships with businesses, community organizations, and government agencies.

Goal 4:

Enhance Technology and Infrastructure.

Goal 5:

Manage our resources with fiscal responsibility and efficiency through a transparent, comprehensive process.

Goal 6:

Strengthen the resilience and culture of our workforce.